



DEPARTMENT OF THE NAVY
NAVAL SCHOOL OF HEALTH SCIENCES
BETHESDA MARYLAND 20889-5611

IN REPLY REFER TO:

NSHSBETHINST 7510.1E
00CE

01 NOV 2001

NSHS BETHESDA INSTRUCTION 7510.1E

From: Commanding Officer

Subj: COMMAND EVALUATION PROGRAM

Ref: (a) OPNAVINST 5000.52A

(b) BUMED 5040 Ser 09CE/2U239034 ltr of 18 Feb 92

Encl: 1 Flowchart Command Evaluation Program

1. Purpose. To provide policy and guidelines for the Command Evaluation (CE) Program.

2. Cancellation. NSHSBETHINST 7510.1D

3. Applicability. This instruction is applicable to all Directorates and special assistants of the Naval School of Health Sciences (NSHS), Bethesda, MD.

Discussion

a. References (a) and (b) confirms the continuing requirement to maintain an independent capability to assist the Commanding Officer in improving mission accomplishment, Command integrity, and appropriate use of resources. The CE Program was established to fulfill this requirement.

b. The CE Program, the Command Inspection Program (CIP), and the Management Control Review (MCR) Program are all tools to evaluate the management and operations of the Command. The CIP focuses on compliance with existing regulations, while the CE Program broadens the focus to include all aspects of management, with particular emphasis on promoting economy and efficiency. The CE Program is designed to provide the workcenter manager with an independent, outside assessment of the workcenter's operations. The number and type of reviews are determined by the Commanding Officer and there is no external reporting of results. The MCR Program is intended as a self-assessment tool to be use by the workcenter manager. The number and type of MCRs conducted is directed by higher authority.

c. The CE Program may be effectively used as an integral part of the Plan-Do-Check-Act (PDCA) cycle in support of the Command's overall Quality Improvement Program. CIP, MCR, and CE are system-wide examples of quality assessment activities and are

consistent with quality improvement, quality control, and quality planning.

5. **Staffing**. Implementation of the CE function requires competent, experienced personnel who have a knowledge of management control review techniques and accounting standards and practices. The personnel may be assigned permanently or on an ad hoc basis.

6. **Policy**. The Command's CE Program will be accomplished per references (a) and (b).

7. **Responsibilities**.

a. The Commanding Officer is responsible for ensuring that an effective and responsive CE Program is established. Key responsibilities of the CO include:

(1) appoint in writing the Head, CE Program;

(2) ensure the CE function is appropriately placed and staffed, and that the Head, CE Program reports directly to the Commanding Officer or designated individual on all matters relating to CE responsibilities;

(3) ensure that organizational placement of the CE function does not impede or limit the scope of reviews or result in "sanitization" of reports;

(4) periodically evaluate the effectiveness of the function within the Command with the Head, CE Program;

(5) act as the final resolution authority for CE recommendations when differences of opinion arise;

(6) ensure that deficiencies noted in CE reports are corrected;

7 approve all CE reports.

b. The Head, CE Program is responsible for the overall direction and operation of CE function. As a minimum, the Head, CE Program shall:

(1) consult the Management Control Program Coordinator to identify possible high risk areas that could be evaluated;

(2) solicit input from directorates to identify functional areas requiring assessment;

(3) prepare an annual evaluation plan for review and approval by the Commanding Officer;

- (4) identify annual CE training requirements for staff;
- (5) conduct special studies, reviews, analyses, evaluations and investigations of activity operations as directed by the Commanding Officer;
- (6) sign CE reports for all evaluations personally conducted;
- (7) assist in the assignment, preparation and review of CE reports prepared by other personnel;
- (8) ensure that CE reports are addressed and submitted directly to the Commanding Officer with copies to appropriate personnel;
- (9) monitor submission of implementation status reports and maintain a tracking system to document completion of all approved findings and recommendations.

c. Directors, Special Assistants, and Program Coordinators will:

- (1) review CE reports affecting their organization or program and provide comments and a plan of action and milestones to correct noted deficiencies;
- (2) follow-up on CE report recommendations and ensure that action has been taken to correct deficiencies.

8. Action. This instruction is effective immediately

9. Reports. All required internal reports will be submitted to the Commanding Officer via the Head, CE Program.



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Distribution:
List I

Command
Evaluation
Program
Oct. 2001

